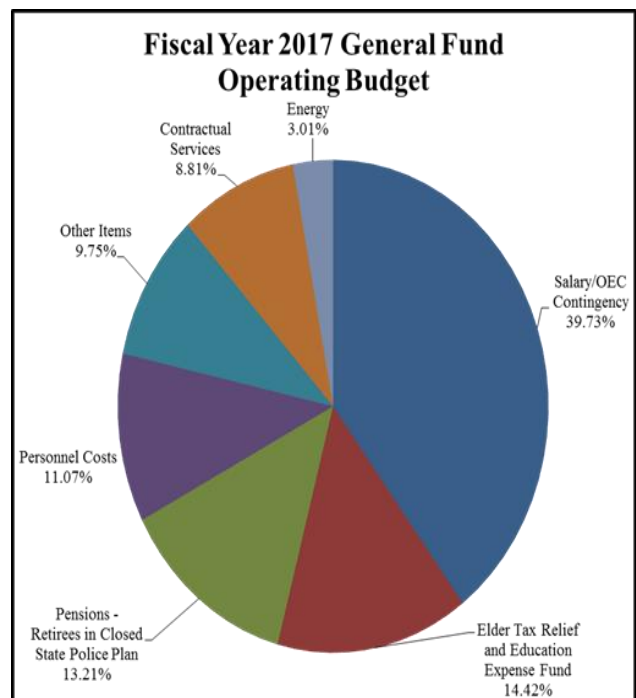


Primary Representation:

Mike Jackson, Director	Meaghan Brennan, Budget Director
David Craik, Pension Administrator	Michael Svaby, Facilities Management
Dean Stotler, Gov't. Support Services Director	Brenda Lakeman, Human Resources Director

Operating Budget Overview:



General Fund Operating Budget Fiscal Year 2017		
Appropriation	GF	% of Budget
Salary/OEC Contingency	\$ 69,360.6	39.73%
Elder Tax Relief and Education Expense Fund	25,183.7	14.42%
Pensions - Retirees in Closed State Police Plan	23,067.0	13.21%
Personnel Costs	19,329.2	11.07%
Contractual Services	15,374.3	8.81%
Energy	5,252.7	3.01%
Other Items		
Child Care Contingency	5,000.0	2.86%
Health Insurance - Retirees in Closed	4,092.6	2.34%
Supplies and Materials	1,461.9	0.84%
Self Insurance	2,486.3	1.42%
Technology	1,000.0	0.57%
Legal Fees	635.4	0.36%
Civil Indigent Services	600.0	0.34%
Prior Years' Obligations	450.0	0.26%
Personnel Costs - Salary Shortage	400.0	0.23%
Agency Aide	372.9	0.21%
Capital Outlay	250.3	0.14%
KIDS Count	90.5	0.05%
Local Law Enforcement Education	70.0	0.04%
Pensions - Paralegic Veterans	51.0	0.02%
Budget Automation - Operations	35.0	0.02%
Travel	16.2	0.01%
Judicial Nominating Committee	8.0	0.01%
Total	\$174,587.6	100.00%

Statewide Strategic Questions:

1. Please briefly explain the areas of services for your organization?
2. How does your Agency measure performance and quality service delivery?
3. Please explain how your Agency's use of technology will create efficiencies or improve the quality of your services, more specifically, the new Budgeting and facilities management systems?
4. Please describe any issues that may result in cost drivers over the next 5 years.

Base Budget Review Questions:

1. **Position Detail (Page 1)** – Please discuss the 40 vacant positions, including:
 - a) Funding associated with the positions
 - b) Timeframe for filling the vacancies
 - c) Rationale why vacant position(s) can or cannot be eliminated

2. **Insurance (Page 2)** – Please discuss commercial insurance contracts for assets not covered by the State’s Self-Insurance appropriation including:
 - I) The length of contracts
 - II) Covered property, coverage limits, premiums & deductibles
 - III) How often has the State had to use these coverages
 - VI) Why is Self-insuring not more economical?
3. **Buildings – Office Space (Page 2)** - Please identify vacant State-owned and leased buildings and describe the cost/benefits of leasing space versus occupying State owned buildings.
 - a. Other Agencies also lease space, such as the Department of Corrections, Elections, and The State Police. What would be the costs/benefits of centralizing lease agreements and Agency needs under facilities management?
4. **Fleet Rental (Page 2)** – Please describe the need for and use of rented vehicles.
5. **Technology (Page 3)** – Please discuss if technology funding exists in Agency budget appropriations and what differentiates this appropriation in OMB if intended for Agency use.
6. **Discretionary and Non-Discretionary Expenses (Page 5)** – Please discuss the differences between the Salary/OEC contingency (\$69,360.6) and Personnel Costs – Salary Shortage appropriations (\$400.0).
7. **Discretionary and Non-Discretionary Expenses (Page 5)** – Please discuss the details of discretionary Contractual services (\$68.8) and why these are considered discretionary?
8. **Discretionary and Non-Discretionary Expenses (Page 5)** - Please discuss the future of senior tax credit.

Appropriated Special Funds:

9. **Indirect Cost 30002 (Page 7)** – Please discuss how revenue is earned and the planned use of \$11,552.4 in fund balance.
10. **HRM SWCAP 30003 (Page 7)** – Please discuss the planned use of \$6,449.9 in fund balance.

Position Review:

1. **Appendix A (Page 12)** - Please discuss in greater detail the role and responsibilities of the Administrative Management positions.
2. **Appendix A (Page 15)** – Please discuss in greater detail the role and responsibilities of the Human Resource Specialist positions.

General discussion on the State Fleet:

- a. Current number of vehicles
- b. Average vehicle age
- c. Annual maintenance/repair costs.
- d. Alternative energy and other efficiencies planned in the future.